

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

WATER RESOURCES TECHNICIAN

One (1) Full-time, Non-Exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Copy of valid, unrestricted Michigan driver's license
- ☐ College Transcripts, if applicable
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
107 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: August 12, 2016

Closing Date: August 26, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

POSITION DESCRIPTION

POSITION:

WATER RESOURCES TECHNICIAN

Full-time, Non-Exempt position

LOCATION:

Natural Resources Department
Pequaming, Michigan

SUPERVISORY CONTROL:

Water Resources Specialist

SALARY:

Grade 5 (minimum starting wage = \$12.43/hour)

QUALIFICATIONS:

- High School Diploma or equivalent required. Associates degree or college credits in Environmental Science or related field preferred.
- Must be in good physical health with the ability to work outdoors in a variety of conditions and terrains, including but not limited to extreme conditions such as heat, cold, or rain.
- Must be able to lift 40 pounds unassisted.
- Exhibit Good communication skills.
- Exhibit legible handwriting.
- Must have valid, unrestricted Michigan driver's license and be insurable to drive fleet vehicles.
- Must be willing to travel at least 50 miles three days/week, including out of state travel.
- Experience with computer software (MS Outlook, MS Word, MS Excel) required.
- Experience with Arc View GIS preferred.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

DUTIES AND RESPONSIBILITIES:

1. Assist the Water Resources Specialist with water sample collection, handling and laboratory analysis.
2. Maintain water monitoring equipment.
3. Maintain inventory of field analysis supplies.
4. Prepare purchase requests as needed.
5. Assist with collecting field measurements, such as stream flow and secchi depths.
6. Assist with biological and physical stream surveys.
7. Record and transcribe water quality and biological assessment data and enter this data into a computer database.
8. Assist Water Resources Specialist with reviews, updates and preparation of reports, policies and procedures.
9. Assist the Water Resources Specialist and other environmental staff with gathering GPS data and entering the data into GIS.
10. Assist the Water Resources Specialist and other Environmental staff with community events, outreach, and education.
11. Maintain effective and professional communication and working relationships with relevant water quality professionals, environmental staff, Tribal and Federal personnel, and members of the community.
12. Maintain disciplined work ethic with minimal supervision.
13. Help coordinate the annual KBIC Environmental Fair.
14. Prepare monthly activity reports.
15. Maintain strict confidentiality regarding department and other KBIC related information and data.
16. Use multiple computer programs including MS Word, MS Outlook, MS Excel, and ArcView GIS.
17. Perform other duties as assigned by Supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: August 12, 2016

Closing Date: August 26, 2016 at 4:00 pm

Qualification Sheet

NAME: _____ POSITION: **Water Resources Technician**

Please list your specific experience and knowledge in regards to the following qualifications:

High School Diploma or equivalent required. Associates degree or college credits in Environmental Science or related field preferred.

Must be in good physical health with the ability to work outdoors in a variety of conditions and terrains, including but not limited to extreme conditions such as heat, cold, or rain. Must be able to lift 40 pounds unassisted.

Exhibit Good communication skills.

Exhibit legible handwriting.

Must have valid, unrestricted Michigan driver's license and be insurable to drive fleet vehicles. Must be willing to travel at least 50 miles three days/week, including out of state travel.

Experience with computer software (MS Outlook, MS Word, MS Excel) required. Experience with Arc View GIS preferred.
